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ABSTRACT

Many human-resource functions previously belonging to the central office are now the responsibility of school principals. Twelve chapters provide practical information about performing these functions. The first chapter provides an overview for the book. It briefly discusses the major topics and provides an overall framework for the more detailed chapters that follow. Chapter 2 examines strategic human-resources planning, why and how it is done, and implications. Chapter 3 deals with aspects of recruitment, including announcing and advertising positions, and formulating a successful recruiting plan. Chapter 4 is about selection: the process, screening applicants, preparing for the interview, checking references, and improving the process. Chapter 5 is on orientation and induction, purposes of induction programs, program implementation, and implications. Chapter 6 is concerned with supervision and evaluation. Chapter 7 focuses on dealing with the marginal teacher. Chapter 8 looks into matters of staff development. Chapter 9 examines matters involving collective bargaining and contract management. Chapter 10 deals with continuity and legal issues. Chapter 11 covers technology and its use in human resource matters. Finally, chapter 12 considers the future of human resources. Each chapter concludes with comprehensive questions, extended activities, and a list of references. (RT)

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